To: Mr. Kanost, HR Manager, Epicor Software Co.

From:

Muhammad Alqahtani

Subject: Why company should hire me before others

Cc: File

Date: May 30, 2017

Every successful job needs communication skills. Why should I be hired is the basic question of every job. Here I will answer for it. Communication skills are the core of every business, employees and management. According to the requirements for the job and tasks to be performed on the job, I have much similar skills. I have a experience in content writing, report writing and documentation. By hiring me, Prof. Kanost will stay smarter and easy because I will perform my duties efficiently. I have good interpersonal communication skills, verbal and non-verbal skills as well. I have written several reports during my academic career. I also did research with distinction. Here are the further details of my skills:

     1. Educational Background: I have Software Engineering degree with good grades. I am well aware of the technical writing skills. I can utilize it for your organization. During course work I have written reports for writing classes. I also did research reports during studies. I do have significant achievement in writing class during my higher secondary education. In class rhetorical analysis on a project I have distinction.

     2. Skills: I have good communication Skills (Verbal & Non-verbal). When we were working on class project, I have been group leader in it. I did my job very well. I can write critical analysis, rhetorical analysis, report writing, content writing and professional writing in good way.

I also have good computer skills (Word, Excel, & PowerPoint) because I have background in Software Engineering. I have good command in writing software. I can also use modern style writing software such as Prezi. While during our team work I performed well in situation handling. I adopt new things quickly and can learn them in short duration that’s why I can perform well in any situation and communicate the as well.

3. Experience: I have experience as “Admin Assistant” during my college studies. I performed well in it and was praised by the Administration. I also worked as “Content Writer” on a website. My experience can be useful for your organization. I think I can do much better for you organization. I served as “Accountant” in a local Company for few months. It was a good experience for me. I made financial reports and ledgers for the company. I also brief company about the reports. I can also use this experience as my communication skill.

My profile is enriched with the communication skills. I also have experience in communications. I performed well in verbal and non-verbal communication. I am confident that my skills, knowledge and experience will be very productive for your organization. It is opportunity for you to hire me and receive full benefits from my skills and talent.

Muhammad,

You provide some effective examples of your academic and work experience that qualify you for this job. You could improve your short report by better organizing and explaining that evidence, and by using formatting more effectively. The evidence you give of your ability to adapt to any situation is especially strong.

Prof. Kanost